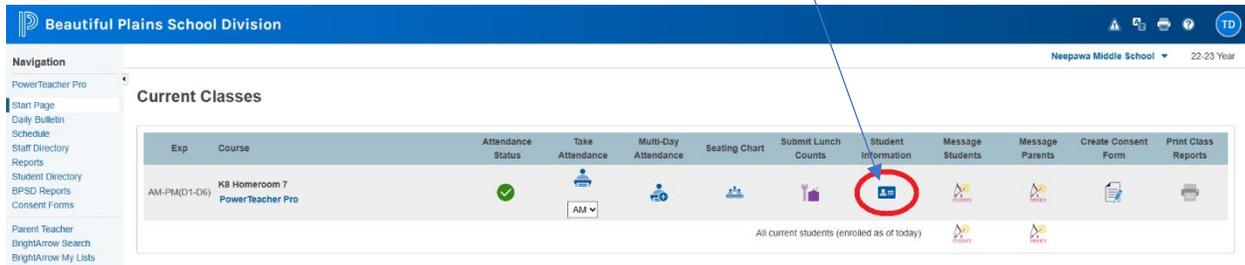# Entering Literacy Levels & Data

1. Log in to **PowerTeacher**.
2. From the **Start** page > **Student Information** column, click the **Icon** that corresponds to the **Class**.

3. On the **Student Information** page > **Left** menu, click the **Lastname** of a student.
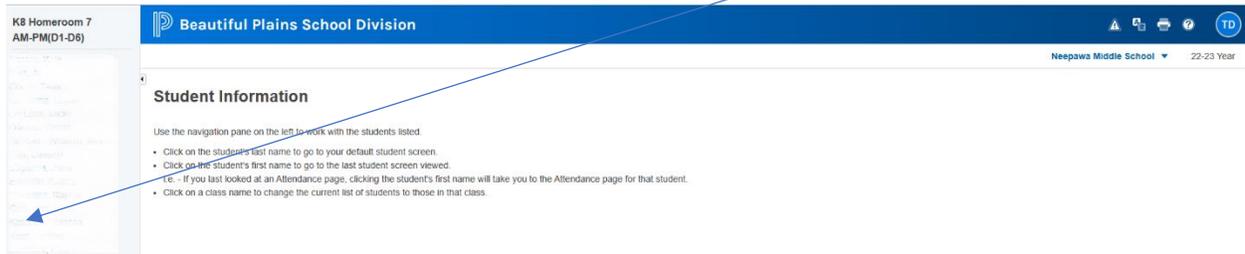
4. On the next page (may show the last page that you were using), click the **Select Screens** drop-down menu, then select **Literacy** from the options.
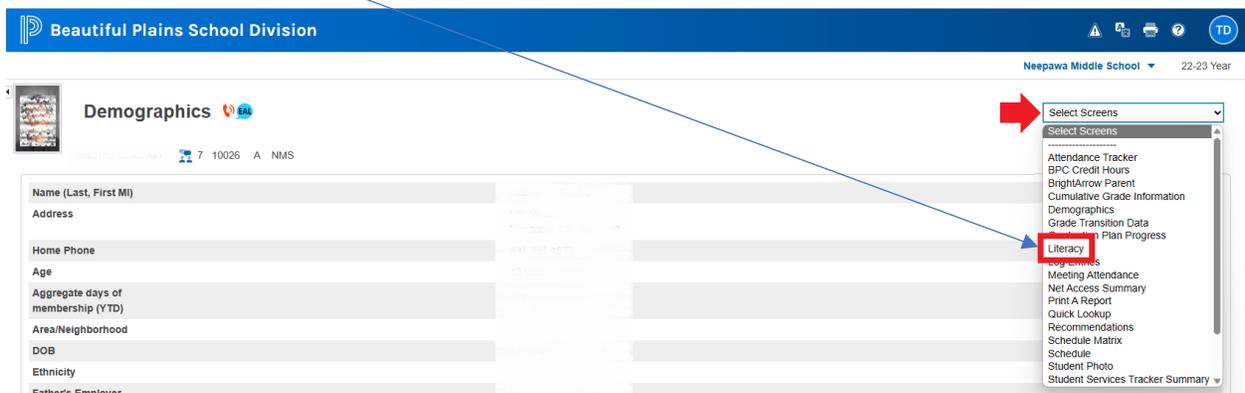
5. On the box **Literacy** page, select the **Date** when the assessment was conducted, use the **drop-down** fields to select the **Level** and **Type** of assessment.
   - Fountas and Pinnell – use **A** to **Z**
   - Faye Brownlie Reading Assessment – use **Exceeds**, **Fully Meets**, **Minimally Meets**, or **Not Yet Meeting**

6. Always remember to click the **Save New Assessment** button.
7. Repeat steps 3 to 6 for each student.